

**Douglas County Community Development
Code Enforcement Division**

P O Box 218
Minden, Nevada 89423
(775) 783-6439 (phone)
(775) 782-6297 (fax)

FOR STAFF USE ONLY

Permit Number

Approved By/Date

VACATION HOME RENTAL PERMIT APPLICATION

Instructions to the Applicant The following application is provided for persons who propose to submit for a **Vacation Home Rental Permit** with Douglas County pursuant to Chapter 5.40 of the Douglas County Development Code and as required by the Tahoe Regional Planning Agency. As an applicant, you must complete this form and provide all the requested information and documentation. If you have any questions regarding the completion of this application, please contact the Code Enforcement Officer at (775) 783-6439.

1. Vacation Home Rental Location:

Address	
City/State/Zip	
Phone/Fax	
APN parcel #	

2. Owner of Record:

Name	
Address	
City/State/Zip	
Phone	
E-mail Address	

3. Property Manager/Management Contact (if different than owner):

Name	
Address	
City/State/Zip	
Phone/Fax	

4. 24-Hour Emergency Contact (Responsible person within 1 hour of property)

Name	
Phone/Fax	

VACATION HOME RENTAL PERMIT APPLICATION -- CONTINUED

5. Is the property located within and serviced by a General Improvement District (GID)?

Yes ___ No ___ If yes, which GID? _____

6. Do you belong to a Homeowners Association (HOA)? Yes ___ No ___

If yes, HOA name _____

7. What is the approximate size of your residential unit (in square feet)? _____

LEGAL BEDROOM, INTERNATIONAL RESIDENTIAL CODE (IRC) INFORMATION

Bedrooms within your residential dwelling unit must contain a minimum of 70 square feet (i.e. 10' by 7' or greater) to be considered a legal bedroom, along with a 7' minimum ceiling height. IRC 304.2.

An emergency escape window with a minimum opening area of 5.7 sq. ft.: Minimum opening height shall be 24 inches, and minimum opening width shall be 20 inches. IRC 310. The opening shall be no higher than 44 inches above the floor.

IRC SECTION R310 EMERGENCY ESCAPE AND RESCUE OPENINGS

R310.1 Emergency escape and rescue required. Basements and every sleeping room shall have at least one operable emergency and rescue opening. Such opening shall open directly into a public street, public alley, yard or court. Where basements contain one or more sleeping rooms, emergency egress and rescue openings shall be required in each sleeping room, but shall not be required in adjoining areas of the basement. Where emergency escape and rescue openings are provided they shall have a sill height of not more than 44 inches (1118 mm) above the floor. Where a door opening having a threshold below the adjacent ground elevation serves as an emergency escape and rescue opening and is provided with a bulkhead enclosure, the bulkhead enclosure shall comply with Section R310.3. The net clear opening dimensions required by this section shall be obtained by the normal operation of the emergency escape and rescue opening from the inside. Emergency escape and rescue openings with a finished sill height below the adjacent ground elevation shall be provided with a window well in accordance with Section R310.2. Emergency escape and rescue openings shall open directly into a public way, or to a yard or court that opens to a public way.

8. Bedrooms: **SEE LEGAL BEDROOM INFO ABOVE**

a. Does each legal bedroom contain a minimum of 70 square feet? Yes ___ No ___

b. Does each legal bedroom have an emergency exit? Yes ___ No ___

c. Is the ceiling height of each legal bedroom a minimum of 7 feet? Yes ___ No ___

9. How many legal bedrooms does your residential unit have? _____

10. Maximum overnight occupancy for your residence is two persons per legal bedroom, plus 4 additional persons per residence. The maximum overnight occupancy requested is _____ persons.

11. Describe available parking areas. No on-street overnight parking. (This should reflect parking areas such as the garage, or driveway and other hard surface areas). _____

12. Garbage Service: Yes____ No ____

If no, how is service provided? _____

13. Do you use a bear proof container? Yes _____ No _____

14. Have you paid Transient Occupancy Tax (TOT) to Douglas County within the past year for this property? Yes _____ No _____

If no, a copy of the vacation home rental permit will be forwarded to the County Comptroller for TOT tax purposes.

Items that must accommodate this application include:

Application Fee of \$100. Checks made out to "Douglas County"

To expedite your application, please complete the application with all of the required information. The anticipated time frame for completion of the application and issuance of the permit is two weeks after application submittal. For your convenience, you may mail in the completed application with the required fee. Please send the application to the following address:

Douglas County Community Development Department
Attention: Jay R. Hoogestraat, Code Enforcement Officer
P O Box 218
Minden Nevada 89423

VACATION HOME RENTAL PERMIT APPLICATION -- CONTINUED

LETTER OF AUTHORIZATION

_____ is/are the applicant(s) ("applicant")
(print name(s) here)

for a vacation home rental permit. By signing this application form, the applicant is confirming the following:

1. Applicant is the legal owner of the property being considered under this application.
2. All of the information submitted in support of this application is true and correct. If any information submitted in support of this application is false and misleading, the application may be denied or any permit issued based on false or misleading information may be suspended or revoked.
3. Before signing this application, the applicant reviewed Douglas County's Lake Tahoe vacation home rental ordinance and by signing this application form, the applicant agrees to comply with the terms of the ordinance.

Owners of Record: (include additional sheets if necessary)

Printed Name

Signature/Date

Printed Name

Signature/Date

AGENCY AUTHORIZATION

_____ is/are the agent(s) ("agent") for a
(print name(s) here)

vacation home rental permit which is being considered under this application. By signing this application form, the agent is confirming the following:

1. All permits must be issued only to the owner of vacation home rental property.
2. The owner of the vacation home rental property is responsible for compliance with the provisions of Douglas County's Lake Tahoe vacation home rental ordinance.
3. The agent's or the occupant's failure to comply with the provisions of the Lake Tahoe vacation home rental ordinance may expose the agent or the occupant or both to criminal penalties or private civil actions seeking enforcement of the ordinance. The agent's or the occupant's failure to comply with the provisions of the Lake Tahoe vacation home rental ordinance may expose the property owner to criminal penalties, administrative discipline of the owner's permit to operate a vacation home rental property, or private civil actions seeking enforcement of the ordinance.
4. Before signing this application, the agent reviewed Douglas County's Lake Tahoe vacation home rental ordinance and by signing this application form, the agent agrees to comply with the terms of the ordinance.

Agents: (include additional sheets if necessary)

Printed Name

Signature/Date

Printed Name

Signature/Date